

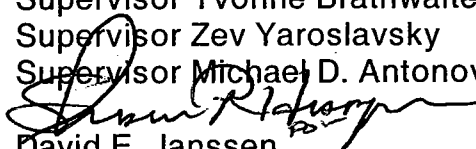


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DAVID E. JANSSEN
Chief Administrative Officer

October 14, 2004

To: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Yvonne Brathwaite Burke
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

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**DEPARTMENT OF COMMUNITY AND SENIOR SERVICES (CSS)
RECOMMENDATION TO APPROVE A RETROACTIVE CONTRACT WITH SPECIAL
SERVICES FOR GROUPS (SSG) FOR CAPACITY BUILDING FOR COMMUNITY-
BASED ORGANIZATIONS SERVING POVERTY INDIVIDUALS FUNDED BY 2003
COMMUNITY SERVICES BLOCK GRANT (CSBG) (ITEM NO. 16, AGENDA OF
OCTOBER 19, 2004)**

Item No. 16 on your October 19, 2004 agenda is the Department of Community and Senior Services (CSS) request for Board approval of a retroactive contract with Special Services for Groups (SSG) in the amount of \$175,000 for the provision of Agency Capacity Building services under the CSBG program, effective upon Board approval for the period of December 2, 2003, through December 31, 2004. The cost of this contract is fully financed with CSBG funds received from the State Community Services and Development Department.

We have approved placement of this item on the agenda for consideration by your Board as the request is critical to maintain the integrity of the collaborative partnership between CSS and SSG for the delivery of Agency Capacity Building services, including training and technical assistance to CSBG contract agencies in the areas of board management/oversight, fund raising, grantsmanship capabilities, resource identification/accessibility and administrative/fiscal capacity. These agencies are expected to increase quantity and quality of program services to their clientele.

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On December 2, 2003, your Board approved a funding recommendation and contract for the 2003 CSBG Program to SSG for Agency Capacity Building in the amount of \$175,000 through June 30, 2004. However, due to the uniqueness of this new pilot program, CSS and SSG underestimated the time needed to develop appropriate performance standards and outcomes that met State requirements to measure the results and outcomes of program activities. Although State-established performance outcomes requirements were initially identified in the RFP, SSG had to define specific program measures that met its needs and the State requirements.

CSS and SSG agreed that the Statement of Work (SOW) detailed all program activities and trainings for agencies. While CSS and SSG were addressing details of performance measures/outcomes specifically for this new program, SSG commenced providing services on January 7, 2004 in accordance with the SOW. Because this was the first attempt to establish a program in a new category, it was necessary to develop new performance criteria and outcomes reflecting agency advancement towards self-sufficiency. The finalized contract with detailed performance measures/outcomes has now been completed and agreed upon by the Department and SSG.

To date, SSG has not been reimbursed for any of its costs incurred providing services for this program.

In compliance with Board and funding agency requirements, CSS has closely monitored the Agency's performance and is very satisfied based upon the SOW. CSS recognizes this contract was not completed in a timely manner. The department is taking corrective measures and has developed a contract log and tracking system maintained by staff, with reports generated for review by the Chief Deputy Director. In addition, to ensure that all future contracts are executed timely, a Department-wide memo will be issued, and where necessary, staff training will be conducted to reinforce the policies and procedures related to the timely contracting of services. Furthermore, the implementation of the Countywide Contract Monitoring System (CCMS) will facilitate the corrective measures necessary to establish a process of accountability to ensure compliance that contract information is properly maintained, monitored and, appropriate action taken, as necessary.

If you have any questions or need additional information, please call me or your staff may contact Gregory Polk at (213) 974-1791.

DEJ:DIL
GP:DS:kd

c: Executive Officer, Board of Supervisors
County Counsel
Chief Deputy Director Community and Senior Services
Auditor-Controller